



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5750.12H CH-1
DNS
9 Oct 2002

OPNAV INSTRUCTION 5750.12H CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: COMMAND HISTORY

Encl: (1) Revised pages 2 and 5

1. Purpose. To change three e-mail addressees on pages 2 and 5 to read: aviationhistory@navy.mil, shiphistory@navy.mil and archives@navy.mil, due to implementation of Navy Marine Corps Intranet.

2. Action. Remove pages 2 and 5 and replace with enclosure (1) of this change transmittal.

P. A. TRACEY
Vice Admiral, U.S. Navy
Director, Navy Staff

Distribution:
SNDL Parts 1 and 2



DEPARTMENT OF THE NAVY
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2000 NAVY PENTAGON
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OPNAVINST 5750.12H
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March 14, 2002

OPNAV INSTRUCTION 5750.12H

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)

Subj: COMMAND HISTORIES

Encl: (1) Guide for Preparation of Command Histories of
Operating Forces (as listed in SNDL Part 1)
(2) Guide for Preparation of Command Histories of Shore
Activities (as listed in SNDL Part 2)

1. Purpose. To ensure the compilation and preservation of significant information concerning the activities of naval commands.

2. Cancellation. OPNAVINST 5750.12G.

3. Background

a. Command histories are the only overall accounts of a command's activities and achievements normally preserved for future use. They are maintained in the Navy's permanent records, indexed, and made accessible to authorized users. The documents are used by staff officers of the Department of the Navy who need information on past events, by official study groups, by authorities responsible for verifying unit awards or individual sea pay claims, and by originating commands seeking background information on their units. Numerous questions from other government officials, Congress, former naval personnel, and members of the general public are answered from the command histories within the limits of security and policy restrictions. The documents serve as the eventual basis for published naval histories. Command histories are centrally housed along with Deck Logs and the document collections of the Navy at the Naval Historical Center, Washington Navy Yard, Washington, DC.

b. Command histories are intended to provide the raw materials upon which a reliable future analysis or history of unit operations can be based. The action officer selected to prepare the command history should have direct access to the

commanding officer, as the document should reflect the commander's views, analysis of events, and insights behind his or her decisions. Command histories must be written in clear and concise English with a minimum of abbreviations and technical jargon. They should contain sufficient substance and data on which to base a competent overall history of the unit. Exercise and operation code words should be defined and adequately explained for future clarity.

a. Do not include Privacy-protected information such as social security numbers, home addresses, and home phone numbers.

4. Action

a. All commands and activities listed in the Standard Navy Distribution List (SNDL) are required to submit an annual command history.

b. Submission requirements for the command history report are as follows:

(1) All command history reports must be submitted electronically via e-mail. Unclassified reports should be submitted to the following addresses:

aviationhistory@navy.mil for all aviation commands,
shiphistory@navy.mil for all ships,
archives@navy.mil for all other Navy commands not identified by the above two categories.

Classified reports should be submitted to the following addresses:

aviationhistory@cno.navy.smil.mil for all aviation commands,
shiphistory@cno.navy.smil.mil for all ships,
archives@cno.navy.smil.mil for all other Navy commands not identified by the above two categories.

(2) The electronic version of these history reports should be submitted as a plain-text, Microsoft Word, or Adobe Acrobat file. Digital photographs should be submitted as

separate enclosures in either a tif or jpg format. Because command history reports may be used in legal cases a valid signature on the cover letter or a digital signature using Adobe Acrobat is a requirement.

(a) Files submitted electronically should not exceed 8 megabyt size per e-mail. If the history report exceeds the 8 megabyt size divide it into sections and e-mail each section separately. When a history report is e-mailed in sections it should be identified as (name of command) Section 1, (name of command) Section 2, etc...

(b) Files should not be zipped or sent in any way that would make them an executable file. The Network Security Firewalls deletes all incoming files that have an executable file extension on them. The only file extensions that will be accepted are .doc, .txt, .pdf, .jpg, and .tif.

(3) Enclosures or attachments to the history report should also be submitted in an electronic format. However, if a command does not have the capability to convert a Change of Command/Welcome Aboard brochure, newspaper articles, or other reports submitted by the command during the calendar year into an electronic document using Adobe Acrobat, then those documents may be submitted separately via U.S. mail. The paper documents should be addressed to the Director, Naval Historical Center, 805 Kidder Breese SE, Washington Navy Yard, DC 20374-5059 with the appropriate attention to Aviation History, Ship's History, or Operational Archives. These paper enclosures or attachments will be incorporated into the unit's electronic history report. This procedure also applies to the cover letter of the unit's history report. If the command is unable to convert the cover letter with the signature into an Adobe Acrobat file than the cover letter should also be forwarded separately using U.S. mail.

c. The content of histories submitted by Operating Forces (as listed in Part 1 of the SNDL) is specified in enclosure (1). Enclosure (2) provides similar guidance for Shore Activities (SNDL Part 2).

d. If comprehensive reports of operations or activities are compiled to meet other reporting requirements, they should be submitted with the command history. That will eliminate the need to write an extensive narrative and will avoid duplicating previously compiled reports.

e. Command histories cover the events of a single calendar year and shall be submitted by 1 March of the following year, except as provided for in the following paragraph.

f. When commands are required by other authority to submit reports on a fiscal year basis, and those documents are sufficiently comprehensive to serve as the basic command history, fiscal year submission is authorized. In those cases, the deadline for submission is 1 December of the following fiscal year.

g. Since the purpose of the histories is to present a reliable account of the primary activities of a command, many command histories will include classified information or a classified supplement. Normally, the classified information of the history or the supplement will not be higher than SECRET. TOP SECRET supplements should be submitted separately as appropriate. In cases where intelligence sections, activities, and commands have material of historical value bearing a security classification or sensitivity inappropriate for forwarding with the annual command history, the material may be sent as a separate enclosure or annex via secure channels to the Director, Office of Naval Intelligence (ONI), Security Directorate (ONI-52), 4251 Suitland Road, Washington, DC 20395-5720. The title of the sensitive material should be omitted but show its distribution to ONI only.

h. Commands scheduled for decommissioning or disestablishment shall ensure that a history is submitted covering events from the start of the year through the date of decommissioning or disestablishment.

i. Questions concerning the drafting or submission of the command history may be directed to the following Naval Historical Center offices:

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9 October 2002

Ships: Ships' Histories Branch
(DSN) 288-3643, (Commercial) (202) 433-3643
(E-mail) shiphistory@navy.mil

Aviation Commands: Aviation History Branch
(DSN) 288-2321, (Commercial) (202) 433-2321
(E-mail) aviationhistory@navy.mil

All other Operating Forces and Shore Activities:
Operational Archives Branch
(DSN) 288-3224, (Commercial) (202) 433-3224
(E-mail) archives@navy.mil

b. The Naval Historical Center's Home Page is
<http://www.history.navy.mil>. The command history instruction is
available at this web site.

5. Report. OPNAV 5750-1 is assigned to the reporting
requirement contained in paragraph 4 and is approved per
SECNAVINST 5214.2B.

//s//
P. A. TRACEY
Vice Admiral, U.S. Navy
Director, Navy Staff

Distribution:
SNDL Parts 1 and 2

GUIDE FOR PREPARATION OF COMMAND HISTORIES BY
OPERATING FORCES (AS LISTED IN SNDL PART 1)

Command histories will consist of four parts, as listed below:

1. Command Composition and Organization. Include command short title and Unit Identification Code (UIC) as both appear in the SNDL Part 1 (OPNAVNOTE 5400); mission; organizational structure (immediate senior command; units under your operational/administrative control); name of commander; permanent duty station; type and number of aircraft assigned (if any), with tailcode.

2. Chronology. A complete and accurate chronology is essential to every command history. The short entries listing significant events should include dates of movements; deployments; exercises and operations; change of command; major changes to organization, name, mission or functions; new weapon systems or major equipment; major physical alterations; logistic support (or other significant support provided to the fleet); major command awards; major command problems; unit/detachments embarked or disembarked with dates (for ships); major conferences; ship/stations/area to which deployed, with dates (for other commands); changes in operational command; and major accidents involving loss of life or equipment. Specifically cite all underway periods or periods away from homeport, regardless of length, as well as homeport changes.

3. Narrative. The narrative should describe and explain the events listed in the chronology. What were the objectives and results of exercises and operations engaged in by the command; what lessons were learned? What was the commander's evaluation of them? Describe and explain the reasons for major changes in organization. How did equipment and weapon systems perform?

4. Supporting Documents. These are copies of documents already compiled by your command which provide important information on your activities. DO NOT ASSUME THAT BECAUSE SOME OF THE DOCUMENTS HAVE BEEN FORWARDED TO WASHINGTON THEY ARE READILY AVAILABLE OR WILL BE PRESERVED. Include all significant documents regardless of whether they have previously been sent to other commands or individuals.

Enclosure (1)

5. Types of documents of particular interest include:
- a. "Personal-For" Messages.
 - b. Periodic or Situational Reports.
 - c. Cruise/Deployment Reports.
 - d. Intelligence Reports.
 - e. Major Staff, command Studies or Briefings (including technical/scientific reports).
 - f. Action/Combat Reports.
 - g. Major Exercise Reports.
 - h. Published documents (Welcome Aboard/Alongside, cruise books, news releases, staff or crew orientation pamphlets, etc.).
 - i. Reports on performance of weapons systems, major projects or material.
 - j. Hazardous Waste Reports (storage, disposal, spillage).
 - k. Unusual or unique events such as new records set (e.g., longest submerged voyage, most 5-inch rounds fired in 1 day, etc.).
 - l. Photographs of ship/aircraft/base (particularly when major change has occurred).
 - m. Biography and photograph of commanding officer.
 - n. Copy of letter, notice, instruction, or message authorizing the disestablishment, or redesignation of the command which includes effective date of change.

GUIDE FOR PREPARATION OF COMMAND HISTORIES BY
SHORE ACTIVITIES (AS LISTED IN SNDL PART 2)

Each command history will include three parts, as listed below:

1. Basic Historical Narrative describing your command's mission, organization, and how your mission was implemented during the last year. Include the following sections:

a. Statement of command's mission.

b. Description of command's organization; command short title and Unit Identification Code (UIC) as both appear in the SNDL Part 2 (OPNAVNOTE 5400); names of the commanding officer, department heads, and other senior staff members; and identification of your immediate superior command.

c. Description of mission accomplishment during the last year. This is the major part of the narrative and should describe those events, developments, and operations that relate to the primary work of an activity. (Supporting or staff work may be covered in the history's Special Topics section). The material can be presented in chronological order. Large commands, however, may wish to organize the narrative by department, or on a functional subject basis. Research and development, or test and evaluation activities will find it useful to describe what happened during the year with major projects, including their initiation, important milestones reached, achievement of operational status, or other conclusions.

2. Special Topics as applicable to a command (do not repeat information in the historical narrative or in documentary annexes):

a. Statistics on major functions, such as volume of logistic support, maintenance work, training, or recruiting.

b. Number of military and civilian personnel on board.

c. Major command problems faced during the year.

d. Major facility developments, including new construction and base right agreements.

- e. Major accidents or casualties.
- f. Storage or disposal of hazardous waste.
- g. Community relations, including disaster relief.
- h. Records set or other unique and unusual events.
- i. List and types of aircraft assigned that are not in a squadron.

3. Supporting Documents. These are copies of documents already prepared by your command. They are easy to assemble and are a valuable part of the history. It is not necessary to repeat the basic information in the documents elsewhere in the history. Examples of documents to include are:

- a. Annual, operational, administrative, technical, or scientific reports, prepared to meet other requirements, that give an overview of the command's mission accomplishment.
- b. Biography and photograph of commander or commanding officer.
- c. Staff directory and organization chart. Do not include social security numbers, home addresses, or other personal information protected under the Freedom of Information Act.
- d. Reports of major conferences.
- e. Major awards and citations given to the command.
- f. Booklets used for public or staff orientations.
- g. Copy of letter, notice, instruction, or message authorizing the disestablishment, establishment, or redesignation of the command which includes effective date of change.